



OFFICE OF THE TREASURER

Unclaimed Property

STATE OF MAINE



2005 - 2006 Holder Report Forms & Instructions

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Welcome to the State Treasurer's 2005 – 2006 Holder Report Forms & Instructions booklet. I appreciate your assistance as this office works to fulfill its obligation of collecting, cataloging and publishing unclaimed property assets in Maine.



As you may know, every year the Office of the State Treasurer reunites Maine claimants with millions of dollars in lost property. Much of that value is recycled through the Maine economy with benefits to both businesses and consumers. The value of all unclaimed assets in our possession remains available at any time to the rightful owners, but until claimed the assets may be made available to the Legislature to offset tax revenues.

Thank you again for your cooperation as we work to meet our unclaimed property custodial obligations. Please let me know if you have any questions about preparing your unclaimed property report, or if you have suggestions on how this reporting process might be improved.

David G. Lemoine
Maine State Treasurer

File Electronically - See Page 7
www.maine.gov/unclaimed

Identify

Report of Unclaimed Property Owners

Owner Name and Beneficiary (if applicable) (Print Last Name first)	Last Address (Street or P.O. Box) (City, State & Zip)	Asset Details (Asset type, ID # or Date of Birth)	Asset Received	Account Number (including Name)	Type of Asset (e.g., Bank, etc.)	Priority Class (See Page 4 of 4)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			Total			

See page 9 to create your preliminary list.

See page 9 to create your preliminary list.

Notify

Try to locate the owners of the Unclaimed Property that you hold. You can do this by sending a letter to the owner at the owner's last known address during the legal notification period (also called the *Due Diligence Period*) as identified below, which is not more than 120 days or less than 60 days before the report is filed. For example, for reports due on November 1, attempt to locate the owners between July 1 and September 1. An Owner Notification sample letter is provided on [page 6](#).

See page 6 for sample letter.

Legal Notification Time Line

All Holders (Except as noted below)

July 1, 2004 - June 30, 2005

July 1, 2005 - September 1, 2005
(120 days before filing - 60 days before filing)

November 1, 2005

1) REPORTING PERIOD

2) LEGAL NOTIFICATION PERIOD

3) REPORT & REMITTANCE DUE

Life Insurers & Issuers of Gift Certificates/Obligations and Stored Value Cards

January 1, 2005 - December 31, 2005

January 1, 2006 - March 1, 2006
(120 days before filing - 60 days before filing)

May 1, 2006

3

Remit By

Send report and funds to State Treasurer.

Most holders must file by November 1st. Life Insurers and Issuers of Gift Certificates/Obligations and Stored Value Cards must report by May 1st. Make checks payable to **Treasurer, State of Maine.**

See form on page 8.

SAMPLE Property Types: Important Dates & Deadlines

Type of Property	Date of Last Activity	Dormancy Period	Dormant By	Notify Owner By	File With Treasurer By
Payroll, Dissolutions or Liquidations, Utility Deposits, Government or Court Funds	On or before 06/30/04	1 yr	06/30/05	09/01/05	11/01/05
Demutualization Proceeds	On or before 06/30/03	2 yrs	06/30/05	09/01/05	11/01/05
Gift Certificates/Obligations, Stored Value Cards	On or before 12/31/03	2 yrs	12/31/05	03/01/06	05/01/06
Life Insurance, including matured policy benefits	On or before 12/31/02	3 yrs	12/31/05	03/01/06	05/01/06
Bank Accounts, Uncashed Checks, Insurance Benefits, Mineral Proceeds, Trust Property, Safekeeping, Dividends, Stocks and Securities, Miscellaneous	On or before 06/30/02	3 yrs	06/30/05	09/01/05	11/01/05
Non-Bank Money Orders	On or before 06/30/98	7 yrs	06/30/05	09/01/05	11/01/05
Traveler's Checks	On or before 06/30/90	15 yrs	06/30/05	09/01/05	11/01/05

See pages 4 & 5 for a complete list and full description of property types and applicable dormancy periods.

Example A

If you are a corporation and have identified payroll checks dated 7/1/03 - 6/30/04 or earlier that remain uncashed, you should report them as unclaimed property for the reporting period 7/1/04 - 6/30/05. You should attempt to notify the payee of the check at the last known address between 7/1/05 and 9/1/05. If these attempts fail you must remit the face amount of each unclaimed payroll check with the report you file on 11/1/05.

Example B

If you are a life insurer and have identified matured policy benefits dated 1/1/02 - 12/31/02 or earlier that remain uncollected, you should report them as unclaimed property for the reporting period 1/1/05 - 12/31/05. You should attempt to notify the insured/beneficiary at the last known address between 1/1/06 and 3/1/06. If these attempts fail, you must remit the policy value with the report you file on 5/1/06.

Property Codes with Dormancy Periods

Code	Description	Years	Code	Description	Years
Account Balances			Insurance		
AC01	Checking Accounts	3	IN01	Individual Policy Benefits or Claims	3
AC02	Savings Accounts	3	IN02	Group Policy Benefits or Claim	3
AC03	Matured CD or Savings Certificate	★	IN03	Proceeds Due Beneficiaries	3
AC04	Christmas Club Funds	3	IN04	Proceeds from Matured Policies	3
AC05	Money on Deposit to Secure Funds	3	IN05	Premium Refunds – Individual	3
AC06	Security Deposits	3	IN06	Unidentified Remittances	3
AC07	Unidentified Deposits	3	IN07	Other Amounts Due Under Policy	3
AC08	Suspense Accounts	3	IN08	Agent Credit Balances	3
AC09	IRA, Keogh	3	IN09	Drafts Unpresented for Payment	3
AC20	Prefunded Bank Cards	3	IN99	Aggregate Insurance Property	3
AC21	Other Accounts	3			
AC50	Other Account Balances Owing	3	Mineral Proceeds		
AC80	Non Interest Bearing Savings	3	MI01	Net Revenue Interests	3
AC81	Non Interest Bearing Club Acct	3	MI02	Royalties	3
AC99	Aggregate Account Balances Due	3	MI03	Overriding Royalties	3
			MI04	Production Payments	3
Official Checks			MI05	Working Interests	3
CK01	Cashier's Checks	3	MI06	Bonuses	3
CK02	Certified Checks	3	MI07	Delay Rentals	3
CK03	Registered Checks & Bank MO's	3	MI08	Shut-In Royalties	3
CK04	Treasurer's Checks	3	MI09	Minimum Royalties	3
CK05	Drafts	3	MI99	Aggregate Mineral/Royalty Payments	3
CK06	Warrants – Uncashed State Checks	1			
CK07	Money Orders – Non Bank	7	Miscellaneous		
CK08	Traveler's Checks	15	MS01	Wages, Payroll, Salary	1
CK09	Foreign Exchange Checks	3	MS02	Commissions	1
CK10	Expense Checks	3	MS03	Worker's Compensation Benefits	3
CK11	Pension Checks	3	MS04	Payment for Goods and Services	3
CK12	Credit Checks or Memos	3	MS05	Customer Overpayments	3
CK13	Vendor Checks	3	MS06	Unidentified Remittances	3
CK14	Checks Written Off to Income	3	MS07	Unrefunded Overcharges	3
CK15	Other Outstanding Official Checks	3	MS08	Accounts Payable	3
CK16	CD Interest Checks	3	MS09	Credit Balances/Accounts Receivable	3
CK17	Bills of Exchange	3	MS10	Discounts Due	3
CK21	Other Checks	3	MS11	Refunds/Rebates Due	3
CK99	Aggregate Uncashed Checks	3	MS12	Unredeemed Gift Certificates/Gift Cards	2*
			MS13	Unclaimed Loan Collateral	3
Court Funds			MS14	Pension & Profit Sharing Plans	3
CT01	Escrow Funds	1	MS15	Dissolution or Liquidation	1
CT02	Condemnation Awards	1	MS16	Miscellaneous Outstanding Checks	3
CT03	Missing Heirs' Funds	1	MS17	Miscellaneous Intangible Property	3
CT04	Suspense Accounts	1	MS18	Suspense Liabilities	3
CT05	Other Court Deposits	1	MS20	Stored Value Cards	2*
CT06	Public Aid Child Support Checks	1	MS99	Aggregate Miscellaneous Property	3
CT09	Court Ordered Refunds	1			
CT10	Restitution	1			
CT11	Bail Refund	1			
CT21	Other Court/State/Municipal Gov	1			
CT99	Aggregate Government Property	1			

★ ^{AC03} Automatically renewable CDs whose term is longer than 1 year are presumed abandoned at the date of maturity following the 5th renewal. All others are 3 years.

*^{MS12} Dormancy period reduced from 3 years to 2 years effective 03/31/2005.

Code	Description	Years	Code	Description	Years
Securities			Trust Property		
SC01	Dividends	3	TR01	Paying Agent Accounts	3
SC02	Bond Interest Payments	3	TR02	Undelivered/Uncashed Dividends	3
SC03	Principal Payments	3	TR03	Funds Held in Fiduciary Capacity	3
SC04	Equity Payments	3	TR04	Escrow Accounts	3
SC05	Profits	3	TR05	Trust Vouchers	3
SC06	Funds Paid to Purchase Shares	3	TR06	Pre-Need Funeral Plans	3
SC07	Funds for Stocks & Bonds	3	TR12	Other Trust Funds	3
SC08	Stock Returned by Post Office	3	TR21	Other Trust Property	3
SC09	Cash for Fractional Shares	3	TR99	Aggregate Trust Property	3
SC10	Unexchanged Stock of Successor	3			
SC11	Other Certificates of Ownership	3	Utilities		
SC12	Underlying Shares	3	UT01	Utility Deposits	1
SC13	Funds for Liquidation of Stock	3	UT02	Membership Fees	3
SC14	Debentures	3	UT03	Refunds or Rebates	1
SC15	US Government Securities	3	UT04	Capital Credit Distributions	3
SC16	Mutual Funds	3	UT05	Utility Gift Certificates/Phone Cards	2
SC17	Warrants or Rights	3	UT50	Other Utility Monies Owing	3
SC18	Matured Bond Principal	3	UT99	Aggregate Utility Property	3
SC19	Dividend Reinvestment Plans	3			
SC20	Credit Balances	3	All Other Property		
SC21	Distributions – Multi Fund A	3	ZZZZ	Properties Not Listed Above	3
SC22	Convertible Securities	3			
SC23	Preferred Securities	3			
SC24	Fixed Income Securities	3			
SC25	Real Estate Based Securities	3			
SC31	Cash for Unexchanged Shares	3			
SC32	Stock Liquidation/Redemption	3			
SC97	Demutualization	2			
SC98	Stock and Related Cash	3			
SC99	Aggregate Securities Related	3			
Safe Deposit/Safekeeping					
SD01	Safe Deposit Box Contents	3			
SD02	Other Safekeeping Contents	3			
SD03	Other Tangible Property	3			
SD04	Unclaimed Loan Collateral	3			
SD99	Other Safekeeping	3			



Need more information?

Assistance is just a mouse click away – www.maine.gov/unclaimed

Email: unclaimed.property@maine.gov

Call or Fax

Toll Free (in Maine) [888-283-2808](tel:888-283-2808) • (outside Maine) [207-624-7470](tel:207-624-7470)

Fax: [207-287-2367](tel:207-287-2367)

Sample Letter – Owner Notification

Notification letters must be sent for any property valued at \$50 or more. The letters must be sent no more than 120 days or less than 60 days before the report is filed.

July 1, YEAR

Sandy Jones (Owner Name)
123 Main Street
City Name, State USA 12345

RE: (Property Description)

We are holding unclaimed property of at least \$50 due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below:

Holder Information: Company Name
Address
Phone Number

If we do not hear from you before *(insert the last date by which the company can remove items for refunds before reporting to the State)*, the law requires us to submit this property to the State Treasurer's Office. The State Treasurer will hold this property forever or until the owner claims it.

Sincerely,
Unclaimed Property Dept.



PLEASE SIGN BELOW TO ACKNOWLEDGE OWNERSHIP OF THE ABOVE LISTED FUNDS

SIGNED		DATE	
STREET ADDRESS (INCLUDE NUMBER)		STATE	ZIP CODE
CITY			
ACTION TO BE TAKEN (PLEASE CHECK ONE)			
<input type="checkbox"/> REISSUE CHECK (ORIGINAL IS / IS NOT ENCLOSED)		<input type="checkbox"/> UPDATE ACCOUNT (PASSBOOK IS / IS NOT ENCLOSED)	
<input type="checkbox"/> OTHER (EXPLAIN)		<input type="checkbox"/> CLOSE ACCOUNT AND SEND CHECK (PASSBOOK IS / IS NOT ENCLOSED)	
COMMENTS:			

Filing Electronically Is As Easy As A - B - C



All holders reporting more than 10 items must file their reports electronically or request an exemption.

A

Download and install HRS Pro (the Holder Reporting Software) and User's Manual from www.maine.gov/unclaimed

B

Follow the instructions to transfer, import, or enter your owner information, as well as print your owner notification letters. (Excel spread sheets can be imported using the instructions found in "Appendix E" of the User's Manual).

C

File your report electronically using any of the following methods:

- Email: unclaimed.property@maine.gov
- Mail : CD or 3½" diskette to:
Office of the State Treasurer
Unclaimed Property Division
39 State House Station
Augusta, ME 04333-0039
(Sorry – we cannot accept magnetic tapes)
- Internet transfer: <ftp://www.maine.gov/incoming/Treasury/UP-Reports>
(Call us for specific instructions on FTP transfers.)

Remember to Mail your remittance check along with the signed and notarized Holder Report Form (verification) found on either page 8 of this booklet or the Holder Report Cover Sheet from HRS Pro.

To Request an Exemption

- See Page 16

HOLDER REPORT FORM

FOR OFFICE USE ONLY

HID _____ Rpt Yr _____ - _____
Amt \$ _____ SHS# _____
Ck# _____ / /
Cert# _____ / /

☐ **NEGATIVE REPORT** (CHECK IF NOTHING TO REPORT)

INFORMATION ABOUT HOLDER

1. Holder Name _____ Tax ID# _____
(YOUR COMPANY NAME) (FEDERAL EMPLOYER IDENTIFICATION NUMBER)
- d/b/a Name _____
(IF ANY)
2. Mailing Address _____ City _____ ST _____ Zip _____
(YOUR COMPANY ADDRESS)
3. Contact Person _____ Title _____
(NAME & TITLE OF PERSON WHO SUPPLIED INFORMATION)
4. Phone (____) _____ Ext _____ Email _____
(TELEPHONE NUMBER & EMAIL ADDRESS FOR CONTACT PERSON)
5. State of Incorporation _____ Type of Business _____
6. Does this report include: (A) All branches and divisions? ☐ Yes ☐ No (B) All subsidiaries? ☐ Yes ☐ No

INFORMATION ABOUT PROPERTY YOU ARE REPORTING

Period _____ to _____
(ENTER THE PERIOD COVERED BY THIS REPORT)

TANGIBLE PROPERTY (Stocks, Mutual Funds, and Safekeeping Contents)

Number of Shares of Stocks or Mutual Funds (Reported & Remitted) _____

Number of Safe Deposit Box Contents/Safekeeping Items _____
(THESE ITEMS MUST BE DELIVERED TO THE STATE BETWEEN JUNE 1 and JUNE 30 AFTER FILING THE REPORT)

INTANGIBLE PROPERTY (Bank Accounts, Outstanding Checks, Gift Obligations, etc.)

Total Number of Items Reported _____ Total Dollar Amount Reported \$ _____

Amount of 40% Deduction \$ _____
(FOR GIFT OBLIGATIONS & STORED VALUE CARDS ONLY - SEE PAGE 17 FAQs)

Total Dollar Amount Remitted \$ _____
(MAKE CHECK PAYABLE TO TREASURER, STATE OF MAINE)

DATA DELIVERY FORMAT ☐ Email _____ ☐ 3½" Diskette ☐ CD-ROM ☐ Paper
(DATE EMAIL WAS SENT)

VERIFICATION & NOTARIZATION

State of _____ County of _____

I, _____, swear that I have prepared, or have caused to be prepared, and have examined this report as to property presumed unclaimed under the Uniform Unclaimed Property Act. I am duly authorized to execute this verification by the holder and by law. To the best of my knowledge and belief said report is true, correct, and complete.

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 2____

Notary Public _____ My commission expires _____
(SIGNATURE OF NOTARY PUBLIC)

{Seal}

DO YOU NEED MORE TIME? (SEE PAGE 16)



STATE OF MAINE • OFFICE OF THE TREASURER • UNCLAIMED PROPERTY DIVISION • 39 STATE HOUSE STATION • AUGUSTA, ME 04330-0039
PHONE (207) 624-7470 • FAX (207) 287-2367 • TOLL-FREE IN MAINE: 888-283-2808 • EMAIL: UNCLAIMED.PROPERTY@MAINE.GOV



Report of Unclaimed Property Owners

	Owner's Name and Beneficiary [if applicable] (Last, First, Middle Initial)	Last Known Address [Number & Street City, State & Zip]	Social Security Federal Tax ID # or Date of Birth	Amount Remitted	Account Number Certificate Number Policy Number	Date of Last Activity	Property Code (See Pages 4-5)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
				Total			



Report of Unclaimed Securities

Holder Name: _____ Deposit to: DTC #0954, Account #AUZF0233702, Agent Bank #26017
Enter the holder's name as it appears on the holder report form (Page 8).

Tax ID#: _____ Report Year: _____ Period: _____ to _____ Page: _____ of _____
Enter the holder's tax identification number (FEIN). Enter the year for which the report is being filed. Enter the period covered by this report. Enter the page number of this report (for example, 1 of 2).

PROPERTY CODE Refer to pages 4-5	CUSIP NUMBER	ISSUE NAME OF SECURITY Enter the issue name of the security being reported	OWNER'S NAME Enter the Owner's name as it appears on page 9	REMITTED SHARES Enter the number of shares per owner	TYPE OF SECURITY Stock, Mutual Fund, DRP, etc
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Number DTC/Physical Shares			Number DRP/Statement Shares	Report Total	

INSTRUCTIONS FOR REPORTING SECURITIES/STOCK

- Use this form if your report includes *securities*

- Bonds/Debentures
- Demutualization Proceeds
- Mutual Funds
- Preferred Stock
- Stock Warrants
- Any other security-type property that has been considered unclaimed
- Common Stock
- Dividend Reinvestment Plans (DRPs)
- Partnership Units
- Restricted Stock
- Unit Investment Trusts

Any monetary-type property, even if it is related to a security (for example, dividends), should be reported on the **OWNERS OF UNCLAIMED PROPERTY** form, page 9.

- **ALL DTC eligible shares MUST be deposited through DTC as follows:**

DTC #0954

Agent Bank # 26017

Reference: Katahdin & Co

a/c AUZF0233702

- Register and deliver **physical certificates only** for shares that are not DTC eligible as follows:

Katahdin & Co

Mellon Security Trust Company

ATTN: Mike Visone

120 Broadway 13th Floor

New York, NY 10271-0002

Tax ID # 16-1674447

a/c AUZF0233702

- Register **DRP & book shares** in book form as follows:

Katahdin & Co

c/o ACS Unclaimed Property Clearinghouse

260 Franklin Street, 11th Floor

Boston, MA 02110

Tax ID # 16-1674447

a/c AUZF0233702

- Register **mutual funds** as follows:

Mac & Co a/c AUZF0233702

Mutual Fund Operations

PO Box 3198

Pittsburg, PA 15230-3198

Tax ID # 25-1536944

(may appear for multiple states)

Note: It is important that the mutual fund registration reference the account #AUZF0233702. This is what identifies the fund as belonging to Maine. When funds are transferred to Mac & Co., please ensure that third party statements are sent to ACS Unclaimed Property Clearinghouse, 260 Franklin Street, 11th FL, Boston, MA 02110, ATTN: Mutual Fund Operations.

A **detailed list**, including CUSIP numbers, number of shares, issue names, DTC participant numbers and date of deposit/transfer **MUST be faxed** to ACS Unclaimed Property Clearinghouse at 617-722-9660, [ATTN: Custody Department] **at least two days prior to deposit/transfer**. Remember to **include a copy** of the detailed list **with the holder report** filed with the State Treasurer. For more information, please call ACS State Client Liaison at 617-722-9659.



Report of Unclaimed Safe Deposit Box Contents

Holder Name: _____
(YOUR COMPANY NAME)

Tax ID Number: _____ Report Year: _____
(FEDERAL EMPLOYER IDENTIFICATION NUMBER) (ENTER THE YEAR COVERED BY THIS REPORT)

Period Covered: _____ to _____ Page _____ of _____
(ENTER THE PERIOD COVERED BY THIS REPORT) (ENTER THE PAGE NUMBER OF THIS REPORT)
One Safe Deposit Box Per Page (this form may be reproduced as needed)

CHECKLIST

- ☐ Papers
☐ Currency
☐ Jewelry
☐ Stocks
☐ Saving Bonds

For Department Use Only (initials)

- ☐ Inventoried By _____
☐ Verified By _____
Allowed Amounts.
☐ Rental Charges _____
☐ Drilling Fees _____

Safe Deposit Box Number
Owner Information
Social Security Number
Owner's Mailing Address
Street or PO Box
City State Zip Code

Date of Abandonment (MONTH, DAY, YEAR)
Branch where Property Was Held
Branch Name
Street or PO Box
City State Zip Code
Amount Due Holder
TYPE AMOUNT
Drilling\$
Unpaid Rent\$
Safekeeping\$
Other\$
Total \$

Itemized Description of Contents (ONE ITEM PER LINE OR ATTACH ITEMIZED LIST)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____



INSTRUCTIONS FOR REPORTING SAFE DEPOSIT BOX CONTENTS

How to Report:

The REPORT OF UNCLAIMED SAFE DEPOSIT BOX CONTENTS is used to report safe deposit box contents and safekeeping items only. Please complete and mail with the HOLDER REPORT FORM (on page 8).

When to Remit:

Please send safe deposit box contents or safekeeping items between June 1st and June 30th after filing the report. All items are to be sent in their entirety. All currency must be sent intact – **DO NOT DEPOSIT**.

What to Report:

Owner Information

- A) Be sure to include information that would aid in identification, such as Jr., Mrs., and Dr., etc., after the middle name or initial.
- B) Corporate titles and the like should be entered exactly as adopted, except that the word “The” should be placed at the end of the name line.
- C) If a safe deposit box has additional owners, the names of each must be shown with the relationship (for example, “trustee for,” “and,” “or,” etc.).

Holder Information

Enter the amounts still owing to the holder. These amounts might include unpaid safe deposit box rental charges, drilling fees, safekeeping costs, certified mailing costs, etc. **DO NOT DEDUCT** any of these costs from any cash that may be in the box at this time. Following the sale of this property by the State Treasurer, the Holder may request reimbursement for eligible expenses up to the remaining balance on the property item.

Property Information – ONE ITEM PER LINE OF DESCRIPTION

Enter an itemized description of the safe deposit box or safekeeping contents. The safe deposit box contents will be accepted or rejected based on the description provided. Use the following examples and guidelines in completing your descriptions:

- a) one gold-colored ring with 2 clear stones
- b) one pair clip-on earrings, each with one ruby-like stone
- c) one coin wrapper containing 50 U.S. pennies dated 1918-1964 (if wrapper is empty, please indicate)
- d) one pellet gun with black metal barrel and plastic grip

All packages containing weapons MUST be clearly marked.

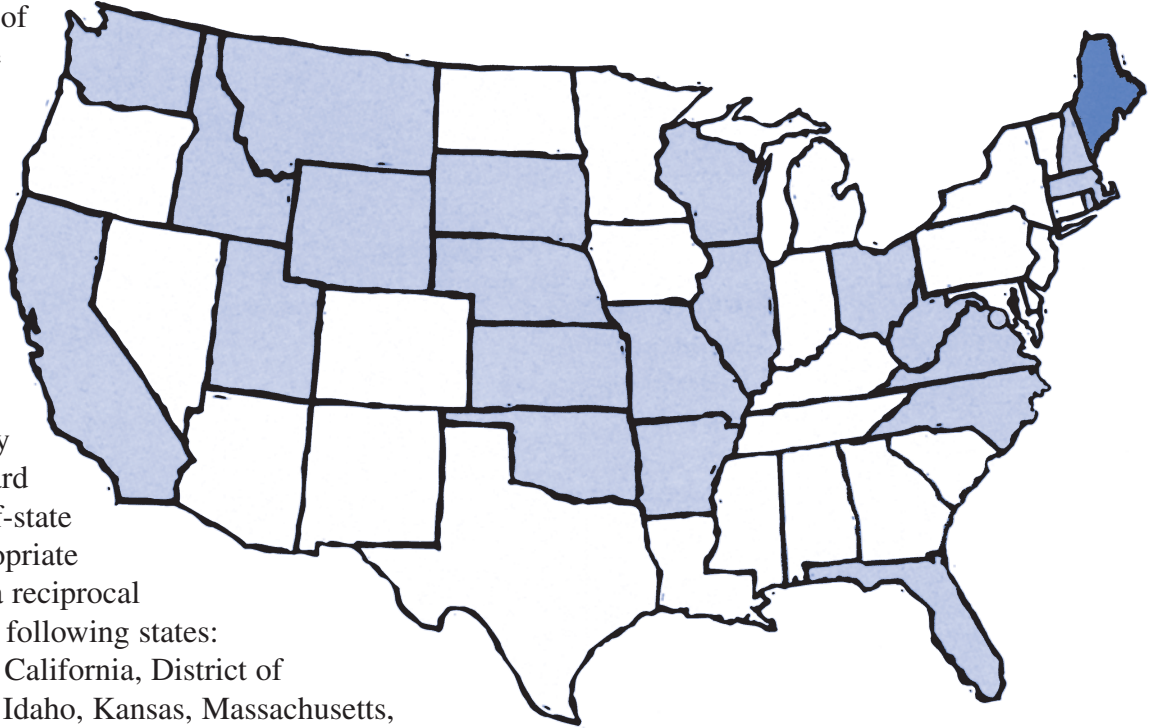
Reporting for Other States

Holding less than \$1000 or 10 items for another state?

Filing One Report

If you are a business located in the state of Maine, you can file **one** Unclaimed Property Report with Maine's State Treasurer even if you are holding the property of owners who live in other states. Maine's Unclaimed Property Division will forward the names of out-of-state owners to the appropriate states. Maine has a reciprocal agreement with the following states:

Arizona, Arkansas, California, District of Columbia, Florida, Idaho, Kansas, Massachusetts, Missouri, Montana, Nebraska, New Hampshire, North Carolina, Ohio, Oklahoma, Rhode Island, South Dakota, Utah, Virginia, Washington, West Virginia, Wisconsin and Wyoming.



Maine's reciprocal reporting continues to expand. Feel free to contact us for updates on other states.

States not listed above may require you to report to them directly. For instance, New York and Delaware require that all owners with a last known address in those states report to them directly.

Here's How

If you are holding less than \$1000 or 10 items for owners in another state and wish to file once with the State of Maine please do the following:

1. Use Maine's **HOLDER REPORT FORM** (on page 8).
2. Use the abandonment period required by the state of the owner's last known address. (Reference **STATES DORMANCY PERIOD MATRIX** on page 15.)
3. Group owners by state of last known address.
4. Notify the other state(s) of your intent to report to Maine.

For a list of other state unclaimed property offices, visit www.unclaimed.org.

Dormancy Period Matrix

[illegible]

Y = Yes N = No

NP = No Provision

A = 6 months.

* = Refer to State law for specific information

** = All insurance corporations

R = Yes: if state requests

% = if redeemable in 1

% = if redeemable in merchandise only, report 60% of face value

IMPORTANT! This matrix is only a guide. Holders should refer to each state's law when reporting unclaimed property.



Unclaimed Property Division Office of the State Treasurer

Approved ☐ Yes ☐ No

By _____

Date _____

APPLICATION FOR EXTENSION OF TIME TO FILE UNCLAIMED PROPERTY REPORT EXEMPTION OF ELECTRONIC FILING REQUIREMENT

HOLDER INFORMATION

Holder Name	FEIN or TIN
Address	Contact Phone #
City, State, Zip Code	Contact Fax #
Contact Person Name	State of Incorp.
Contact Person Title	Report Year 2005

☐ **I request an extension of (please check one)**

- ☐ 30 days until
- ☐ 60 days until
- ☐ 90 days until
- ☐ 120 days until

All Holders except noted to the right	Life Insurance and Gift Obligation Issuers
December 1, 2005	June 1, 2006
January 1, 2006	July 1, 2006
February 1, 2006	August 1, 2006
March 1, 2006	September 1, 2006

from the original due date of November 1, 2005 (May 1, 2006 for Life Insurance Companies and Issuers of Gift Certificate/Obligations and Stored Value Cards) to file the Unclaimed Property Report for the company listed above.

☐ **I request an exemption** from filing our Unclaimed Property Report electronically due to the following:

- ☐ We have less than 10 items to report.
- ☐ We do not have the technical ability to meet this requirement at this time.
- ☐ Other (please explain) _____

Signature	Title or Agent Relationship
Print Name	Date

☐ Reason for extension or – ☐ Plan for filing electronically next year:

INSTRUCTIONS: Use this application to obtain an extension of time to file your Unclaimed Property Report or an exemption from filing your Unclaimed Property Report electronically. Please include your company's Federal Tax ID (FEIN). State why and how long an extension you need or why you cannot comply with the electronic reporting. Mail this completed application from to the Maine Unclaimed Property Division, 39 State House Station, Augusta, ME 04333-0039 or fax your application to 207-287-2367. We will reply by fax.

General FAQs

What is Unclaimed Property?

All property unclaimed by its owner for a specific period of time, called a dormancy period. Unclaimed intangible property may include: dormant savings and checking accounts, unclaimed wages, dividends, credit balances and any type of outstanding check. Tangible property may include contents of safe deposit boxes or items left in safe keeping (for a more detailed list, see [pages 4 & 5](#)).

Why does Maine have an Unclaimed Property Law?

- To protect the property rights of the owner and to reunite the owner with the property.
- To relieve the holders of the expense and liability of carrying the property.
- To provide a centralized search location for citizens.

What attempts are made by the State to find the rightful owner?

Once the property has been reported to the state, the State Treasurer searches for the owner by publishing names of owners with \$250 or more. The State Treasurer uses other outreach opportunities including the Internet, and information booths at fairs and malls. State legislators are an important part of owner outreach. The State Treasurer serves as the custodian until the property is claimed.

Do I need to file my report electronically?

If you have more than 10 items to report, you must file electronically or request an exemption. See [page 7](#).

Who is a Holder?

All business entities that possess or have custody of unclaimed property.

What happens if a holder does NOT report unclaimed property?

A holder who fails to report, pay or deliver property within the time prescribed by law may be assessed 18% interest from the date the property should have been reported. In addition, the state may impose penalties of \$200 – \$1,000 per day.

Is there a minimum amount?

No. Businesses must report all unclaimed property, no matter how small. The State Treasurer safeguards the property forever.

Do I need to include the detail (names, addresses, social security numbers and amounts) for aggregate items?

If you have the detail, please include a copy with your report.

What if my business sold gift certificates or gift cards that have not been redeemed?

Gift certificates/obligations and stored value cards are reportable by May 1st of the third calendar year after, but not including, the year in which they were sold. For example, cards sold during 2003 are reportable by May 1st of 2006. The amount unclaimed is 60% of the face value IF the issuer does not impose a dormancy charge. The amount unclaimed is 100% of the face value if the issuer does impose a dormancy charge. No dormancy fees or inactivity charges are allowed for gift certificates/obligations or stored value cards sold after September 21, 2005.

When should I report money orders?

Money orders issued by a bank are presumed unclaimed if they remain uncashed 3 years after date of issue. All other money orders are presumed unclaimed after 7 years.

What is activity?

An owner-generated transaction on or communication about an account or the negotiation of a check or other instrument by the payee.

Are negative reports required?

Only if you have never filed a report before or you filed a positive report within the last 3 years.

Glossary of Terms

Abandoned/Unclaimed Property - Tangible or intangible property that is unclaimed by its rightful owner after a significant period of time, (see pages 4-5 for details). This does not include real estate, animals and vehicles.

Abandonment Period - See Dormancy Period.

Activity - An action taken on property by the owner, which may include making a deposit or withdrawal, writing a memorandum to the holder, or taking any action that according to the law is adequate to determine that the owner is aware of the property.

Affidavit - A written declaration made under oath before a notary public or other authorized officer of the court.

Aggregate - A group of multiple individual owner accounts reported in one lump sum total.

Demutualization - A reorganization, in which a mutual insurance company becomes a stock company. This is accomplished through the payment of stock or cash to policyholders upon the discontinuation of the mutual company. Demutalization has no impact on the actual insurance policy. { www.claims-info.com }

Date of Last Activity - The most recent date that the owner and the holder of the property made "active" contact with each other. This is also known as the "date of last activity." Examples of activity dates include the issue date of a check and a customer's date of deposit into a checking account.

Dormancy Period - The period of time, also referred to as the abandonment period, during which an owner of property does not take action on his property. (See Activity.) The dormancy period is determined by the type of property and may vary from 1 to 15 years. (For a complete list, see pages 4-5.)

Due Diligence - The reasonable and meaningful degree of effort required by law of an unclaimed property holder to find the rightful owner before the property is sent to the state. Usually this is in the form of an Owner Notification Letter.

Escheat - When the title to property is transferred to the state, making the state the legal owner. The State of Maine acts as the custodian of reported property and does not take title by escheat.

Gift Card - Please see Gift Obligation.

Gift Certificate - Please see Gift Obligation.

Gift Obligation - An obligation of a business association arising from a transaction between the business association and a consumer to provide goods or services at a future date. This includes, but is not limited to, a gift certificate, gift card, on-line gift account or other representation or evidence of the obligation.

Holder - The entity or person who controls the unclaimed property until it is transferred to the owner or the state on behalf of the owner.

Indemnification - An agreement that protects a party from loss by transferring the responsibilities to a third party. The state of Maine indemnifies the holder, protecting the holder from liability, and assumes the responsibility to return the property to the owner.

Indemnity Bond - An insurance policy that protects the state from future claims against property once paid to a claimant.

Intangible Property - Property that cannot be held in your hand, something that is abstract, or represented by a symbol. For example, an ownership interest in a company is represented by a stock certificate; a bank balance is represented by a passbook or a statement.

NAUPA - National Association of Unclaimed Property Administrators, an organization of state representatives who have responsibility for overseeing state unclaimed property programs. { www.unclaimed.org }

Owner - A person having legal or equitable claim to the unclaimed property.

Person - Any individual, business association, governmental subdivision or agency, public corporation or authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.

Prefunded Bank Card - A device issued by a financial organization that enables the cardholder to transfer the underlying funds to multiple merchants at the merchants' point of sale terminals. The term "multiple merchants" means all merchants of goods or services, not just those associated with the issuer or a particular business or group of businesses, that accept electronic transactions.

Stored Value Card - A card that provides a way to make financial transactions by using a magnetic stripe technology to store information about funds that have been prepaid on it. This does not include prefunded bank cards.

Tangible Property - Personal property that is physical in nature. A diamond ring and a silver coin are examples.

To request an extension (page 16)

- ☐ Mail or fax your written request to Unclaimed Property Manager at least 30 days prior to due date.
- ☐ Estimate a filing date.
- ☐ State the reason you need more time.



Need assistance?

Contact:
Denise Ducharme, Manager
Office of the State Treasurer
Unclaimed Property Division
39 State House Station
Augusta, ME 04333-0039

Telephone: 207-624-7470
Toll Free (in Maine) 888-283-2808
Fax: 207-287-2367
Email: unclaimed.property@maine.gov
www.maine.gov/unclaimed

Checklist

- ☐ Have you mailed an **Owner Notification?** [Page 6.](#)
- ☐ Have you signed the **Holder Verification Form?** [Page 8.](#)
- ☐ Have you filed your report electronically or completed the **Report of Unclaimed Property Owners?** [Page 9.](#)
- ☐ Have you included the remittance for all items except safe deposit box contents?

For stock and/or mutual funds:

- ☐ Have you faxed a summary of the securities report to Maine's account representative at ACS? [Page 10.](#)
- ☐ Have you mailed the original certificates/statements to Mellon Trust in Maine's nominee name, Katahdin & Co? [Page 11.](#)



Office of the State Treasurer
Unclaimed Property Division
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